

SUPPORTING  
THE WARFIGHTER  
A MARINE CORPS  
TRADITION



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## ***eQual - The New Qual/Cert Management Tool***



**Environmental and Explosives  
Safety Team  
PM Ammo  
Mr. Mike James  
Captain Bill Inns**





# PROGRAM MANAGER, AMMUNITION

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## Training Purpose

To provide an overview of the eQual program capabilities



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## eQual System Purpose

- Provides controls for Qual/Cert authorization and approvals
- Stores and tracks Qual/Cert records and training records
- Allows personnel to view their training history online
- Allows visibility of members' training records





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## ESI Findings

- Trends show that Qual/Cert findings have contributed to 6.2 % of ESI findings from 1998-2008
- Records-Element 5 account for 33% of the findings (ESIs conducted from 2004-present)
  - Training-Element 2 is second with 26%
- Most common findings include:
  - Board Member not assigned by CO
  - Not properly documenting Decertification
  - Incorrectly fixing wrong entries on Qual/Cert form



# eQual Project Objectives

- Automate personnel explosives Qual/Cert process
- Eliminate “wet” signatures throughout Cert process
- Eliminate need for personnel to hand-carry training folder to each Activity
- Standardize the Qual/Cert program at all USMC Ground Installations



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## eQual System Overview

- Web-based application
  - Resides on Marine Ammunition Knowledge Enterprise (MAKE)
- User authentication via MAKE
- Role-based security
- Online help designed to provide instant guidance when needed



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## eQual Benefits

eQual tracks all designated personnel

- Ground Ammo Techs
- EOD
- Military Working Dogs
- DoD Civilians
- Contractors

Note: Aviation ordnance will not be using eQual





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## Minimum System Requirements

- CAC Login
- Internet/NIPRNet connection
- Microsoft Internet Explorer 5.5
- Valid MAKE member ID and password
- Adobe Reader





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## eQual Functionality

Built-in checks and balances include:

- Rank assignment (waiver required)
- Certification Levels/Task Codes assignment for individual Board Members
- Verifies Board Chairman MOS



## Automation of Certification Process

- Training event creation & expiration
- Waivers generation & expiration
- Certification qualification, approval, & expiration
- Decertification & recertification



# Automated Processes,

Cont'd

## Automation of Certification Process Continued

- Revocation for cause
- TAD assignments and transfers
- Annual Reviews
- Letter generation
- Electronic signature
- Document upload & storage





# PROGRAM MANAGER, AMMUNITION

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## eQual Functionality

- Assignment letter
- Rank Waiver letter
- Decertification letter

From: 2ndLt Dusty Baker  
To: Cpl James Carville/2305  
Subj: DECERTIFICATION FOR CAUSE  
Ref: (a) MCO 8023.3 (series)

1. In accordance with the reference, you are decertified from this Command's Personnel Qualification and Certification Program for Class V Ammunition and Explosives.
2. You have received this decertification letter for the following reasons: Comments here.
3. The point of contact at this Command is Nick Barone, Quantico, 703-555-1212, nbarone@usmc.mil.

2ndLt Dusty Baker  
By direction

8023  
ORD  
10 JUN 09

014/33040  
3040/2305 USMC

IREMENT TO TL

reference, a rank waiver is granted to  
eam Leader in this  
fication and Certification Program of  
Explosives.

Organization does not support the  
at the rank requirement  
it.

erience required to fulfill  
Team Leader.

reference, this waiver will be

at this Command is Dusty Baker,

Nick Barone

8023  
ORD  
10 JUN 09

33040  
305, USMC

IFICATION AND CERTIFICATION  
BASE MIL POL BN

0.2

ferences, you are hereby assigned  
ol Bn Qualification  
oard Chairperson.

performance of your duties by the

s the Board Chairperson  
o not have an Aviation Ordnance

etter is:  
acorp.com

Dusty Baker

8020  
ORD  
10 JUN 09



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## Certification Process

- Certification process starts when an individual is entered in the system
- eQual tracks
  - When an individual is due for training
  - When the certification is expiring
- Signatures will not be seen in eQual - eQual creates a date/time stamp for training and certification
- Only after the BC validates the entry is the person “certified” for the event

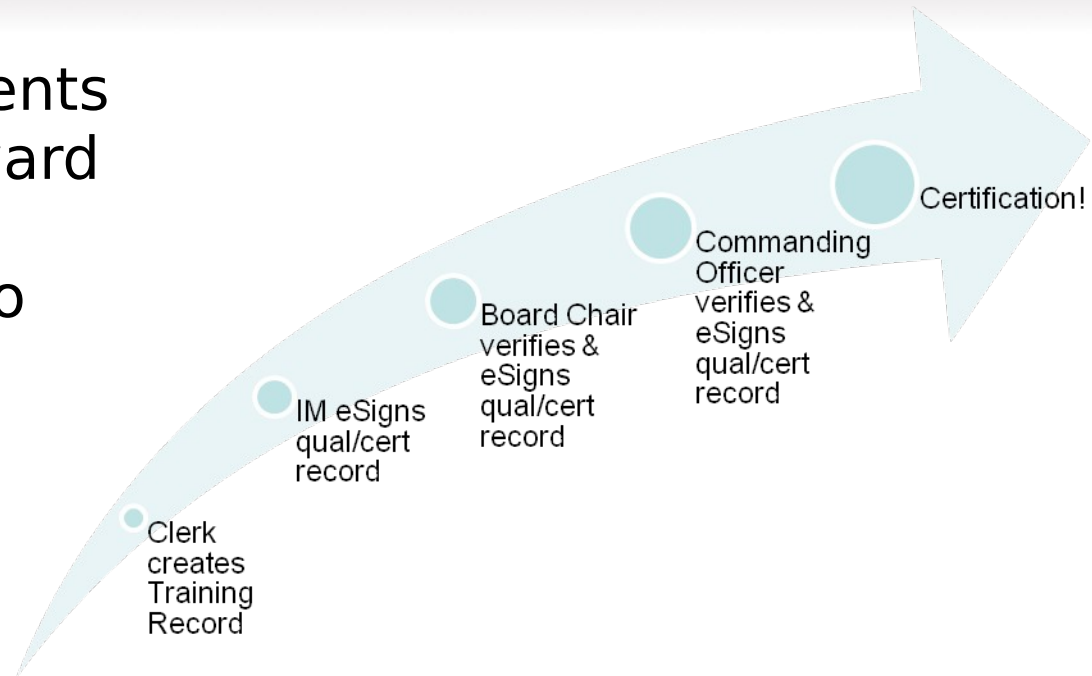


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## Certification Life Cycle

All training events that count toward certification/qualification go through this process







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## eQual User Roles

Rights and privileges of each role prevent unauthorized manipulation of data

- Individual Member
- Clerk
- Board Member
- Board Chair
- Commanding Officer
- Systems Administrator
- Administrator



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## Common Tasks

- Search for a member
- View Training History
- Upload a document
- View a document
- Use work lists
- Sort and filter



# PROGRAM MANAGER, AMMUNITION

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## eQual Search for a Member

- All roles but IM
- Search by:
  - First/Last Name
  - Activity
- Use \* as wildcard

**eQual - Explosives Qualifications and Certifications Program**

Home My Training History My Pending Qual/Certs Reports Admin FAQs Preferences Help Log Off Return to MAKE

Current Member: MORLEYRA Current Member Role: Clerk

[Printer Friendly](#)

**Browse Personnel**

**Work Lists**

[View expiring waivers \(0\)](#)  
[View certifications expiring on TAD \(0\)](#)  
[View expiring 180-day training events \(1\)](#)  
[View pending certifications \(27\)](#)  
[Validate historical records \(2\)](#)

Select Action: [Select Action]

First Name:   
 Last Name:   
 Member ID:   
 MAKE Logon:   
☐ Activity Name  
☒ 013-31000: MARINE CORPS BASE

	Rank/Grade	First Name	Middle Initial	Last Name	Member ID	MAKE Logon	TAD To MCC	TAD To RUC	TAD From MCC	TAD From RUC	History
<input type="checkbox"/>	YA-1	Mike	M	Mickey			013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	GS-11	Test	D	England					013	31000	<a href="#">View</a>
<input type="checkbox"/>	GS-10	Snow	t	West			013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	SSgt	Robert	A	Morley	1272	morleyra			013	31000	<a href="#">View</a>
<input type="checkbox"/>	SSgt	Herb	E	Side	1310	sidehe	013	31000	024	02020	<a href="#">View</a>
<input type="checkbox"/>	GS-5	LIONEL	K	BELLAMY					013	31000	<a href="#">View</a>
<input type="checkbox"/>	Sgt	ALEX	D	EGAN					013	31000	<a href="#">View</a>
<input type="checkbox"/>	Sgt	Nicole	t	Kidman			032	02401	013	31000	<a href="#">View</a>
<input type="checkbox"/>	Cpl	Mustard	F	Hot					013	31000	<a href="#">View</a>
<input type="checkbox"/>	Cpl	Lee	G	Testing					013	31000	<a href="#">View</a>
<input type="checkbox"/>	LCpl	RONG	C	CAO					013	31000	<a href="#">View</a>
<input type="checkbox"/>	LCpl	Johnathan	B	McEntire	1273	mcentirejb			013	31000	<a href="#">View</a>
<input type="checkbox"/>	PFC	JohnIM	C	Doe					013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Gil	T	Azell	1298	azellgt			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	KENYA	G	BOTHA					013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Barb	B	Cue	1320	cuebb			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Sue	S	Denley	1289	denleyss			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Bart	D	Jordan	1274	jordanbd			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Michael	A	Rodriguez		EDSIWEST/R			013	31000	<a href="#">View</a>
<input type="checkbox"/>	N/A	Joe	D	Smith					013	31000	<a href="#">View</a>





# PROGRAM MANAGER, AMMUNITION

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## View Training History

- All roles
- eSign pending Qual/Certs
- View documents
- View Qual/Certs statuses

**eQual - Explosives Qualifications and Certifications Program**

Home My Training History My Pending Qual/Certs Reports Admin FAQs Preferences Help Log Off Return to MAKE

Current Member: MORLEYRA Current Member Role: Clerk

Printer Friendly

**Personnel Training History**

SSgt Robert A Morley Member ID: 1272 MAKE Logon: morleyra MCC: 013 RUC: 31000 Unit Name: MARINE CORPS BASE

Member Documents - [Upload Member Document](#)

Action	Document	Document Description	Uploaded By	Date Uploaded
<a href="#">Delete</a>	<a href="#">Test doc</a>	This is a test doc.	Johnathan B McEntire	3/9/2009 1:05:33.40 PM

[Enter Training Records](#)

**Training History and Current Certifications**

Select	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Event Type	Cert Date	Details
<input type="radio"/>	2/27/2009	CLUSTER BOMB UNITS (CBU)	TRANSPORTATION	TM	INFORMAL	Pending IM eSignature	Decertified
<input type="radio"/>	2/27/2009	CLUSTER BOMB UNITS (CBU)	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD, TUBELOADING, ARM/DEARM	SO	FORMAL		
<input type="radio"/>	11/19/2008	JATO/RATO	ASSEMBLY/DISASSEMBLY	TM	ON THE JOB	Decertified	
<input type="radio"/>	2/27/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE	TM	INFORMAL	Decertified	
<input type="radio"/>	2/25/2009	HE MUNITIONS AND COMPONENTS	ARM/DEARM	TM	INFORMAL	05/04/2009	<a href="#">View</a>
<input type="radio"/>	5/13/2009	PYROTECHNICS	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY	TL	FORMAL	05/18/2009	<a href="#">View</a>
<input type="radio"/>	2/27/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD, TUBELOADING, ARM/DEARM, INSTALLATION/REMOVAL, AIRCRAFT RELEASE AND CONTROL	TM	FORMAL	N/A	

Options for selected training record:

[Edit Training Record](#) [Flag Training Record for Deletion](#) [Upload Training Document](#) [Cancel](#) [Reset Form](#)

Last Updated: Friday, May 22, 2009  
<https://39.136.232.179/sma/>



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## Upload Document

- Most roles – not IM
- Upload member doc or training doc
- Most training docs will be uploaded

### Personnel Training History

**LCpl Johnathan B McEntire**      Member ID: 1273      MAKE Logon: mcentirejb MCC: 013 RUC: 31000      Unit: MARINE CORPS Name: BASE

Member Documents - [Upload Member Document](#)

Action	Document	Document Description	Uploaded By	Date Uploaded
<a href="#">Delete</a>	<a href="#">TL Rank Waiver/25 May 09</a>	Jays Testing	Robert A Morley	5/26/2009 11:33:00.787 AM

\* All Fields Required

#### Upload Member Document

Document Title:

Document Description:

Document:  [Browse...](#)

[Upload Member Document](#) [Cancel](#)

\* All Fields Required

#### Upload Training Record Document

Document Title:

Document Description:

Document:  [Browse...](#)

[Upload Training Document](#) [Cancel](#)





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## View a Document

- All roles
- Member or training docs can be viewed

Personnel Training History					
<b>LCpl Johnathan B McEntire</b>		Member ID: 1273	MAKE Logon: mcentirejb	MCC: 013 RUC: 31000	Unit MARINE CORPS Name: BASE
Member Documents - <a href="#">Upload Member Document</a>					
Action	Document	Document Description	Uploaded By	Date Uploaded	
<a href="#">Delete</a>	<a href="#">TL Rank Waiver/25 May 09</a>	Jays T. Long	Robert A Morley	5/26/2009 11:33:00.787 AM	<a href="#">View Member Doc</a>

Document	Document Description	Uploaded By	Date Uploaded	Action
<a href="#">test document</a>	test document	Sue S. Denley	5/26/2009 7:46:04.630 AM	<a href="#">Delete</a>
<a href="#">5/1/2009 PYROTECHNICS</a>	STORAGE/STOWAGE	TM	ON THE JOB	<a href="#">View</a>

Options for selected training record:

[Edit Training Record](#) [Flag Training Record](#) [View Training Doc](#) [Upload Training Document](#) [Cancel](#) [Reset Form](#)





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## eQual Use Work Lists

- Vary by role
- Give quick view of assigned tasks

Work Lists
<a href="#">View expiring waivers (0)</a>
<a href="#">View certifications expiring on TAD (0)</a>
<a href="#">View expiring 180-day training events (1)</a>
<a href="#">View pending certifications (27)</a>
<a href="#">Validate historical records (2)</a>

Clerk  
Work  
Lists

Work Lists
<a href="#">View expiring waivers (0)</a>
<a href="#">View certifications expiring on TAD (0)</a>
<a href="#">View expiring 180-day training events (0)</a>
<a href="#">View pending certifications (2)</a>
<a href="#">Validate historical records (2)</a>
<a href="#">View pending annual reviews (0)</a>
<a href="#">View records pending deletion (0)</a>
<a href="#">View records pending revocation (0)</a>

Commandi  
ng Officer  
& Board  
Chair Work  
Lists



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## Sort and Filter Results

Click in column header to  
sort

Select	Rank/ Memb	Grade	First Name	Middle Initial	Last Name	TAD From	MCC	RUC
Select	2ndLt		Dusty	J	Baker		014	33040
Select	SSgt		Michael	M	Anderson		014	33040
Select	SSgt		Nick	C	Barone		014	33040
Select	Cpl		Rod	C	Carew	016 32300	014	33040
Select	Cpl		James	A	Carville	1309 james.a.c	014	33040
Select	Cpl		Roberto	J	Clemente	1310 roberto.j.	014	33040
Select	LCpl		Robert	D	Cabana	1307 robert.d.c	014	33040

Last  
Names  
unsorted

Click in column header  
to filter by options

Select	Rank/ Memb	Grade	First Name	Middle Initial	Last Name	Mem ID	MAKE Logon	TAD To	TAD From
Select									
Select			(All)			1304 michael.m		014	33040
Select			(Empty)			1305 Dusty.J.B.		014	33040
Select			(NonEmpty)			1306 nick.c.bar		014	33040
Select						1307 robert.d.c		014	33040
Select			2ndLt					014	33040
Select			Cpl					014	33040
Select			LCpl					014	33040
Select			SSgt					014	33040

Filter  
button

Filter  
option  
s

Select	Rank/ Memb	Grade	First Name	Middle Initial	Last Name	Mem ID	MAKE Logon	TAD To	TAD From
Select	SSgt		Michael	M	Anderson	1304 michael.m		014	33040
Select	2ndLt		Dusty	J	Baker	1305 Dusty.J.B.		014	33040
Select	SSgt		Nick	C	Barone	1306 nick.c.bar		014	33040
Select	LCpl		Robert	D	Cabana	1307 robert.d.c		014	33040
Select	Cpl		Rod	C	Carew	1308 rod.c.carew	016 32300	014	33040
Select	Cpl		James	A	Carville	1309 james.a.c		014	33040
Select	Cpl		Roberto	J	Clemente	1310 roberto.j.		014	33040

Last  
Names  
sorted A-  
Z

Select	Rank/ Memb	Grade	First Name	Middle Initial	Last Name	Mem ID	MAKE Logon	TAD To	TAD From
Select	Cpl		James	A	Carville	1309 james.a.c		014	33040
Select	Cpl		Roberto	J	Clemente	1310 roberto.j.		014	33040

Results  
filtered  
for Cpl





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## Delete a Document

- If you upload the wrong doc or need to replace it with another
- Can delete a member document or a training document

**Member Training History**

SSgt Nick C Barone      MCC: 014 RUC: 33040      Unit: MTL POL  
Name: BN

Member Documents - Upload

Action	Document	Document Description	Uploaded By	Date Uploaded
<a href="#">Delete</a>	test doc	this is a test member doc	Michael M Anderson	6/15/2009 7:13:21.793 AM

[Enter Training Records](#)

Delete member document

**Training History and Current Certifications**

Select	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Event Type	Cert Date	Details
<input type="radio"/>	6/9/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD, TUBELOADING	TL			
<input type="radio"/>	6/9/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, TUBELOADING	TL			
<input type="radio"/>	6/9/2009	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE, LOAD/DOWNLOAD	TL	FORMAL		

Document	Document Description	Uploaded By	Date Uploaded	Action
<a href="#">Training Doc</a>	This is a training doc	Michael M. Anderson	6/9/2009 9:49:21.850 AM	<a href="#">Delete</a>

Delete training document





# PROGRAM MANAGER, AMMUNITION

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## Reports

- Member Qualification Report
- Expiring Annual Certifications
- Expiring Certifications while on TAD
- Expiring 180-day Training
- Expiring Waivers



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## Member Qualification Report

- Provides view of Activity members filtered by:
  - Cert level
  - Explosive family/device
  - Work task codes
- View depends on notification settings

**eQual - Explosives Qualifications and Certifications Program**

Home My Training History My Pending Qual/Certs Reports Admin FAQs Preferences Help Log Off Return to MAKE

Current Member: MORLEYRA Current Member Role: Clerk

[Printer Friendly](#) [Print Report](#) [View PDF Version](#)

**Member Qualifications**

Rank ▾	First Name ▾	Middle Initial ▾	Last Name ▾	Explosive Family ▾	Work Task Codes ▾	Cert. Level ▾	MCC ▾	RUC ▾	Cert. Date ▾
N/A	Gil	T	Azell	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE	TM	013	31000	05/14/2009
E3	Johnathan	B	McEntire	HE MUNITIONS AND COMPONENTS	STORAGE/STOWAGE	TM	013	31000	05/06/2009

Last Updated: Thursday, August 21, 2008  
<https://39.139.232.178/kmp/>  
 Copyright © 2000 – 2009 Program Manager for Ammunition – MARCORSYSCOM | Version: 3.7.0.0



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## Expiring Annual Certifications

- Certifications shouldn't be allowed to expire
- Cert process would start over if expires
- Clerk must ensure that additional training is done to continue certification
- Can be viewed as HTML or PDF document

**Annual Certifications Expiring Within 60 Days**

Rank	First Name	Middle Initial	Last Name	Event Date	Explosive Family/Device	Work Task Codes	Cert. Level	Event Type	Cert. Date
N/A	Helen	A	Handbasket	04/01/2009	AAA	GUN-JAM CLEARING	TM	FORMAL	03/01/2008
E1	equal	d	Clerk	04/01/2009	BIG BAD EXPLOSIVE	INSTALLATION/REMOVAL	TEST 1	ON THE JOB	03/10/2008
N/A	Helen	A	Handbasket	05/20/2009	BIG BAD EXPLOSIVE	TRANSPORTATION	TL	ON THE JOB	06/01/2008
N/A	Helen	A	Handbasket	11/20/2008	TESTING FAMILY ADD	ASSEMBLY/DISASSEMBLY	1234	ON THE JOB	06/20/2008
E6	Joe	D	Smith	02/13/2009	QUICKSTRIKE MINES	STORAGE/STOWAGE	TM	FORMAL	04/29/2009
E6	Joe	D	Smith	02/13/2009	CLUSTER BOMB UNITS (CBU)	STORAGE/STOWAGE	TM	FORMAL	04/29/2009





## PROGRAM MANAGER, AMMUNITION

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# Expiring Certifications while on TAD

- Losing clerk must monitor members on TAD
- Must take action to ensure Certs are kept current
- Report shows those members whose certifications will expire while they are on TAD



# PROGRAM MANAGER, AMMUNITION

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## Expiring 180-day Training

- Training that supports Cert process
- Shouldn't let it expire
- If expired, member should be de-certified



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## Expiring Waivers

- Waivers are 12 months long
- Usually E3 is promoted out of need for waiver
- If not, then waiver renewal needed
- Annual Review & Rank Waiver dates must match



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# CLERK




# PROGRAM MANAGER, AMMUNITION

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## Clerk Main Screen




### eQual - Explosives Qualifications and Certifications Program



[Home](#) [My Training History](#) [My Pending Qual/Certs](#) [Reports](#) [Admin](#) [FAQs](#) [Preferences](#) [Help](#) [Log Off](#) [Return to MAKE](#)

Current Member: MICHAEL M. ANDERSON Current Member Role: Clerk

 [Printer Friendly](#)

### Browse Personnel

#### Work Lists

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(0\)](#)
- [View pending certifications \(87\)](#)
- [Validate historical records \(1\)](#)

First Name:

Last Name:

Member ID:

MAKE Logon:

<input type="checkbox"/>	Activity Name
<input type="checkbox"/>	<a href="#">014-33040: MIL POL BN</a>
<input type="checkbox"/>	<a href="#">014-33130: CORRECTIONS BN</a>
<input type="checkbox"/>	<a href="#">024-02020: MARINE CORPS AIR STATION</a>
<input type="checkbox"/>	<a href="#">024-45144: IPAC MCAS NEW RIVER</a>

[View Selected Personnel](#)

Select one or more Activities and/or enter criteria to view a personnel roster.



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## Clerk Tasks

- Create/Edit Member
- Add training record
- Create a training event
- Manage TAD assignments
- Transfer members
- View members/Activities/training history
- Generate/View reports
- Manage Inactive Members
- Flag records for deletion





# PROGRAM MANAGER, AMMUNITION

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## Create/Edit Members

### Create Member

- Notified of new member requests
- Based on MAKE logon

### Edit Member

- Cannot edit MAKE logon or Member ID
- Can change all other member info



# PROGRAM MANAGER, AMMUNITION

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## Add Training Records

- Recent Qual/Certs in Training Jacket - training records
- Older Qual/Certs - scanned & uploaded as member document
- Must go through validation process similar to certification process

**Personnel Training History**

LCpl Johnathan B McEntire Member ID: 1273 MAKE mcentirejb MCC: 013 RUC: 31000 Unit MARINE  
Logon: Name: CORPS BASE

Member Documents - [Upload Member Document](#)

Action	Document	Document Description	Uploaded By	Date
<a href="#">Delete</a>	<a href="#">TL Rank Waiver/25</a>	Jays Testing	Robert A Morley	11/11/25

[Enter Training Records](#)

**Training History and Current Certifications**

Select	Event Date	Explosive Family/Device	Work Task Codes	Cert Level	Event Type	Cert Desc
<input type="radio"/>	7/8/2008	QUICKSTRIKE MINES	ARM/DEARM	TM	FORMAL	Pend App Dece
<input type="radio"/>	11/10/2008	CLUSTER BOMB UNITS (CBU)	STORAGE/STOWAGE, HANDLING, ASSEMBLY/DISASSEMBLY, LOAD/DOWNLOAD	TM	FORMAL	

**Enter Training Record**

\*Training Event Date: [Select Training Event] Current Certification Status: [Select Certification Status]

\*Explosive Family/Device: [Select an Explosive Family/Device] \*Certification Level: [Select Certification Level]

\*Event Type: [Select a Training Type]

Hold down the Ctrl key and click multiple items. To select several items at once, hold the Shift key and then click the items.

\*Work Task Codes:

- STORAGE/STOWAGE
- HANDLING
- ASSEMBLY/DISASSEMBLY
- LOAD/DOWNLOAD
- TUBELOADING
- ARM/DEARM
- INSTALLATION/REMOVAL
- AIRCRAFT RELEASE AND CONTROL

Submit Training Record for Validation Clear Form Cancel

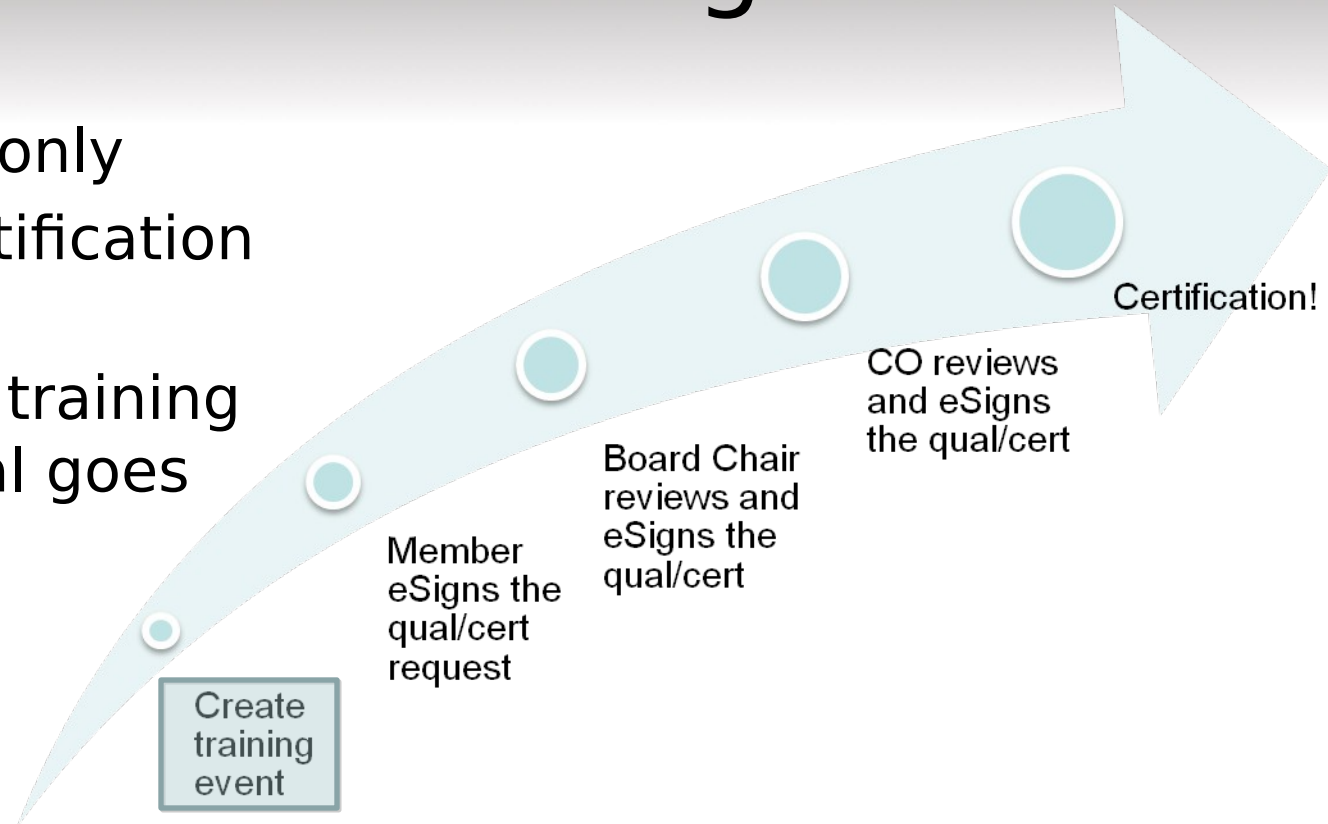


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## Create Training Event

- Clerk role only
- Starts Certification Process
- Applies to training after eQual goes live







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## Manage TAD Assignments

- Can see
  - Who is on TAD
  - Who is returning soon
- Can return members from TAD here

**eQual - Explosives Qualifications and Certifications Program**

Home My Training History My Pending Qual/Certs Reports Admin **FAQs** Preferences Help Log Off Return to MAKE

Current Member: MORLEYRA

Printer Friendly

Manage Members Create Member Edit Member Manage Inactive Members **Manage TAD Assignments**

**Browse and Manage Current TAD Assignments**

**Members Currently Assigned to TAD**

Rank	First Name	Middle Initial	Last Name	Member ID	MAKE Logon	TAD To		TAD From		Assigned Date	Return Date	Return from TAD
						MCC	RUC	MCC	RUC			
E6	Herb	E	Side	1310	sidehe	013	31000	024	02020	05/08/2000	06/05/2000	<a href="#">Return</a>
GS-10	Snow	t	West			013	31000	024	02020	05/05/2000	06/02/2000	<a href="#">Return</a>
YA-1	Mike	M	Mickey			013	31000	024	02020	05/15/2000	06/03/2000	<a href="#">Return</a>
E5	Nicole	t	Kidman			032	02401	013	31000	05/30/2000	06/17/2000	<a href="#">Return</a>

**TAD Assignments Expiring within 30 days**

Rank	First Name	Middle Initial	Last Name	Member ID	MAKE Logon	TAD To		TAD From		Assigned Date	Return Date	Return from TAD
						MCC	RUC	MCC	RUC			
E6	Herb	E	Side	1310	sidehe	013	31000	024	02020	05/08/2000	06/05/2000	<a href="#">Return</a>
GS-10	Snow	t	West			013	31000	024	02020	05/05/2000	06/02/2000	<a href="#">Return</a>
YA-1	Mike	M	Mickey			013	31000	024	02020	05/15/2000	06/03/2000	<a href="#">Return</a>
E5	Nicole	t	Kidman			032	02401	013	31000	05/30/2000	06/17/2000	<a href="#">Return</a>







# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Transfer a Member

- Clerk role only
- Member is removed from losing Clerk's Activity & no longer has access to member's training history
- No longer found in losing Clerk's search results
- Member and his/her training history appears in gaining Clerk's search results





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Generate Reports

- Certifications Expiring while member is on TAD
- Expiring 180-Day Training
- Expiring Annual Certifications
- Expiring Waivers
- Member Qualification Report



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Manage Inactive Members

- Inactive due to transfer to a billet where Qual/Cert is not required
- Inactive due to retirement or end of service
- Can make members active or inactive
- Make member inactive through Edit a Member
- Reactivate a member through Manage Inactive Members

Manage Inactive Members							
Rank/Grade ▼	First Name ▼	Middle Initial ▼	Last Name ▼	Member ID ▼	MAKE Logon ▼	Status ▼	Action ▼
GS-5	ee	f	dd			Inactive	<a href="#">Set Active</a>
Cpl	Gilbert	R	Hodges	1317	gilbert.r.hodg	Inactive	<a href="#">Set Active</a>



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Flag Record for Deletion

- Clerk role only
- Clerk can only flag a record for deletion - BC/CO accepts or rejects the flag
- Can flag records that have not been eSigned by anyone
- Must provide justification for the deletion



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# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND



## BOARD CHAIR



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Board Chair Main Screen

**eQual - Explosives Qualifications and Certifications Program**



[Home](#)[View Pending Actions](#)[Manage Decertified Records](#)[Reports](#)[Admin](#)[FAQs](#)[Preferences](#)[Help](#)[Log Off](#)[Return to MAKE](#)



Current Member: NICK, C. BARONE      Current Member Role: Board Chairperson

 [Printer Friendly](#)

### Browse Personnel

**Work Lists**

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(0\)](#)
- [View pending certifications \(10\)](#)
- [Validate historical records \(0\)](#)
- [View pending annual reviews \(0\)](#)
- [View records pending deletion \(1\)](#)
- [View records pending revocation \(0\)](#)

First Name:

Last Name:

Member ID:

MAKE Logon:

☐ **Activity Name**

☐ [014-33040: MIL POL BN](#)

[View Selected Personnel](#)

Select one or more Activities and/or enter criteria to view a personnel roster.



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Board Chair Tasks

- eSign pending Qual/Certs; view expiring Qual/Certs for members on TAD
- eSign pending waivers; view expiring waivers
- Validate historical records
- Manage de-certified records
- Add/Edit members





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Board Chair Tasks Continued

- Manage inactive members
- Reassign their own Activities to another BC
- eSign/view pending annual reviews (when authority granted by CO

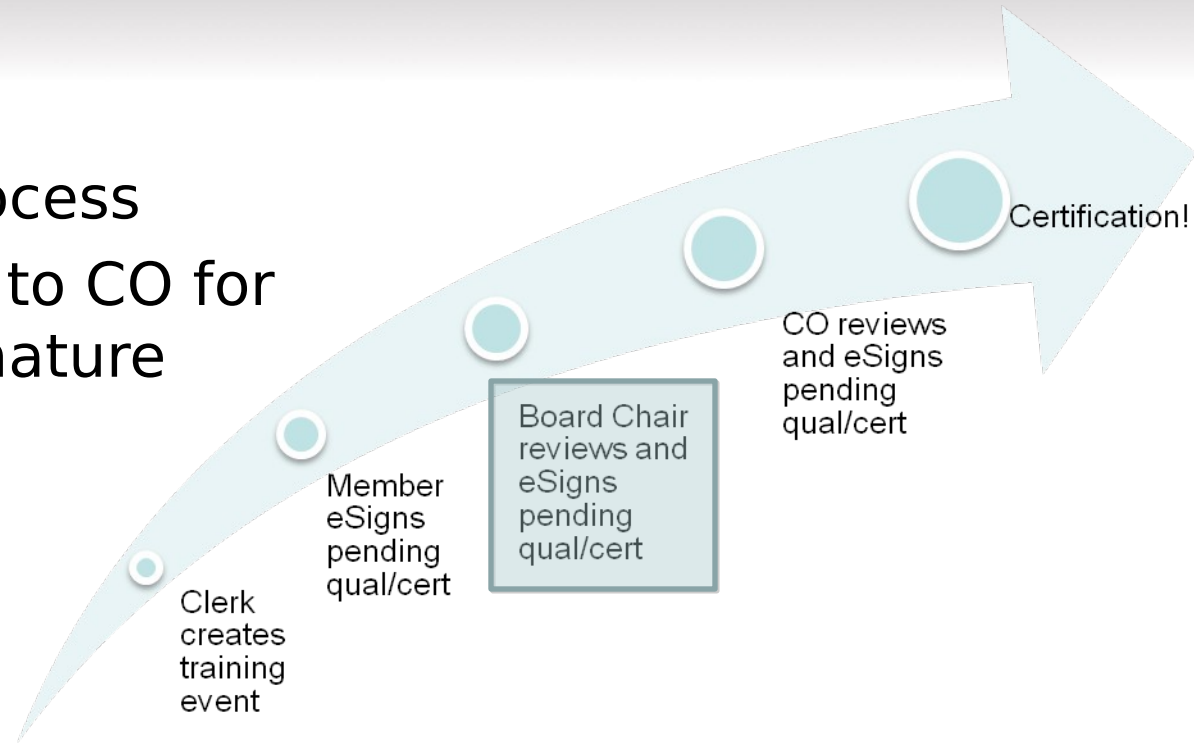


# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## eSign a Pending Qual/Cert

- Third step in certification process
- After this, goes to CO for review and signature





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## eSign Pending Waivers

- Waivers required when member doesn't hold minimum rank for a Cert level
- BC responsible for approval of pending waivers
- Similar process as approving pending Qual/Certs





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Validate Historical Records

- Done for Training Records, not Training Events
- Historical training records are inserted in certification life cycle based on Cert status
- Will reflect current Cert status



# Manage Decertified Records

- BC can recertify previously decertified records
  - If certification expires and then is renewed
  - If member returns from other billet before expiration
- Recertification means going back through process



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Add/Edit Members

- Same capabilities as Clerk





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Reassign Activities to BC

- BC and CO can do this
- If Board Chair goes on leave/transferred – can assign his Activities to another BC
- Allows continuity of certification process

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# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND




# COMMANDING OFFICER



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Commanding Officer Main Screen



[Home](#) [View Pending Actions](#) [Manage Decertified Records](#) [Reports](#) [Admin](#) [FAQs](#) [Preferences](#) [Help](#) [Log Off](#) [Return to MAKE](#)

Current Member: DUSTY J. BAKER Current Member Role: Commanding Officer

 [Printer Friendly](#)

### Browse Personnel

#### Work Lists

- [View expiring waivers \(0\)](#)
- [View certifications expiring on TAD \(0\)](#)
- [View expiring 180-day training events \(0\)](#)
- [View pending certifications \(0\)](#)
- [Validate historical records \(1\)](#)
- [View pending annual reviews \(0\)](#)
- [View records pending deletion \(1\)](#)
- [View records pending revocation \(0\)](#)

First Name:

Last Name:

Member ID:

MAKE Logon:

☐ Activity Name

- ☐ [014-33040: MIL POL BN](#)
- ☐ [014-33130: CORRECTIONS BN](#)

[View Selected Personnel](#)

Select one or more Activities and/or enter criteria to view a personnel roster.





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Commanding Officer Tasks

- View/Delete records pending deletion
- Add/Edit members
- Perform annual reviews
- Revoke for Cause
- Delegate/Revoke Responsibilities to BC
- Reassign BC/CO Activities to other BC/CO
- eSign pending waivers
- View expiring waivers
- eSign pending Qual/Certs
- View expiring Qual/Certs for members on TAD
- Validate Historical Records
- Manage Decertified Records

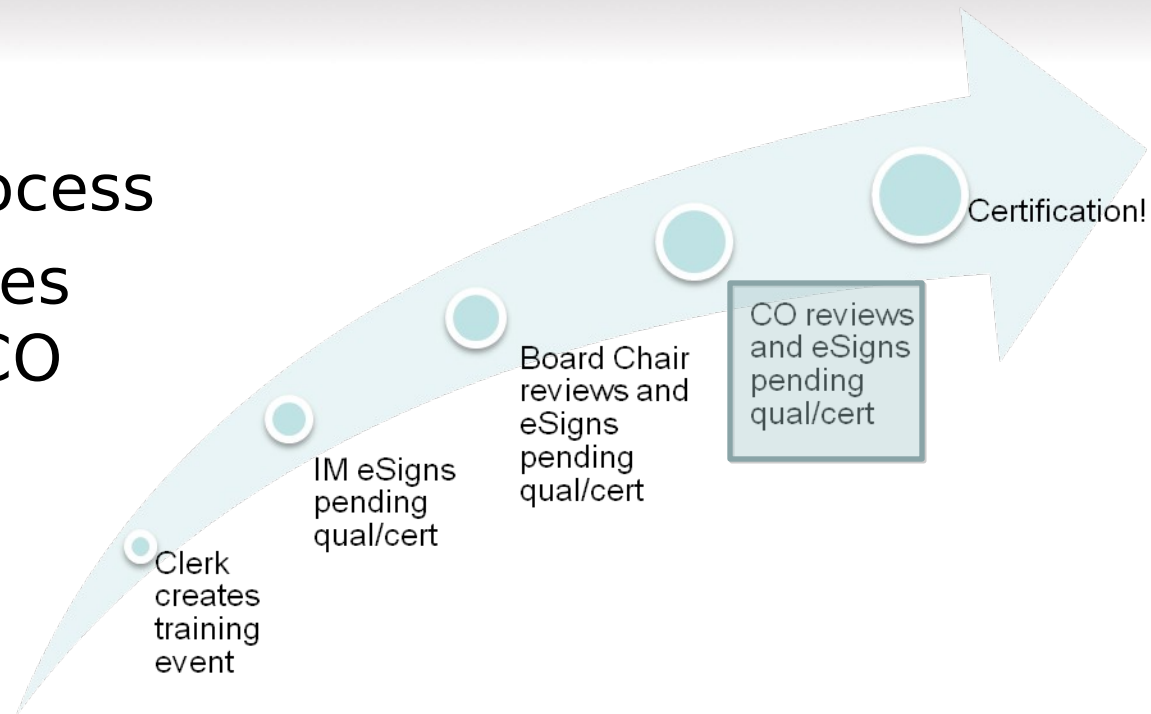


# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## eSign a Pending Qual/Cert

- Final step in certification process
- Training becomes certified once CO approves





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Delete Records Pending Deletion

- Clerk flags records for deletion
- CO approves or rejects recommendation





# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Perform Annual Reviews

- CO must review all certifications annually
- If training has been kept current can renew certification and start the clock over



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Revoke for Cause

- Is a permanent decertification to remove the member from eQual as well as his/her MOS
- Is a result of safety concerns about that member
- Once the member is revoked, cannot be brought back



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Assign Activities to CO

- When CO goes on leave/is transferred – may need to assign Activities to another CO
- Maintains continuity of certification process



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# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND





## INDIVIDUAL MEMBER



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND


## Individual Member Main Screen



**eQual - Explosives Qualifications and Certifications Program**

[Home](#) [My Training History](#) [My Pending Qual/Certs](#) [FAQs](#) [Help](#) [Log Off](#) [Return to MAKE](#)

Current Member: ROBERT.D.CABANA Current Member Role: Individual Member

 [Printer Friendly](#)

\* Indicates Required Field

**Personnel Training History**

LCpl Robert D Cabana Member ID: 1307 MAKE Logon: robert.d.cabana MCC: 014 RUC: 03040 Unit Name: MIL POL BN

**Certification Requests Awaiting My Signature**

<input type="checkbox"/>	Event Date ▾	Explosive Family/Device ▾	Work Task Codes ▾	Cert Level ▾	Rank/Grade ▾	Event Type ▾
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**Waiver Forms Awaiting Signature**

<input type="checkbox"/>	Event Date ▾	Explosive Family/Device ▾	Work Task Codes ▾	Cert Level ▾	Rank/Grade ▾	Event Type ▾
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Comments:

Document Number: ASIS-



# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Individual Member Tasks

- eSign pending Qual/Cert
- View own training history
- View own Qual/Cert status
- View FAQs



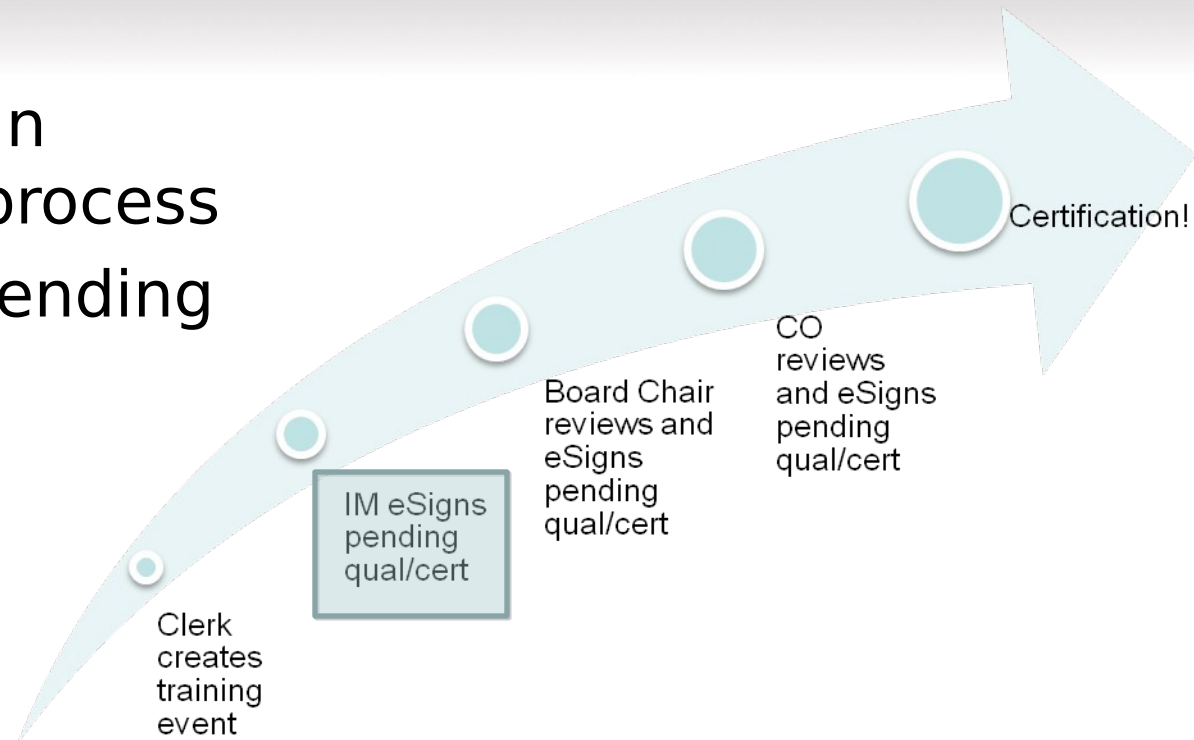


# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## eSign a Qual/Cert

- Second step in certification process
- Will remain pending until eSigned



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# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Q & A

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# PROGRAM MANAGER, AMMUNITION

MARINE CORPS SYSTEMS COMMAND

## Points of Contact

Captain Bill Inns: 703-432-8783  
Mr. Mike James: 703-432-8780